

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 1614

Page 1 of 2

Agency

Department of Public Safety
and Correctional Services

Division/Unit

Division of Pretrial
Detention and Services

Item
No.

Description

Retention

MEDICAL AND MENTAL HEALTH AREA

1.

INMATE MEDICAL AND MENTAL HEALTH RECORDS

This series includes all the medical and mental health forms, reports and other materials containing inmate medical information, inmate grievance commission, emergency treatment (after regular hours), nurse treatment plan, physician assistant sick call.

- A. Completed medical intake forms.
- B. Specialty clinic referrals with documented follow-up.
- C. Progress notes.
- D. Physician order sheets.
- E. Sick call requests.
- F. Continuity of care forms.
- G. Laboratory findings.
- H. Radiology reports.
- I. Inpatient and outpatient documentation from off site hospitals.
- J. Infirmary reports.
- K. Diagnostic test reports.
- L. Psychiatric records.
- M. Dental records.
- N. Optometry records.
- O. Dietary physicals.
- P. Special diet requests.
- Q. Medical waivers or refusals.
- R. Excuses from work.
- S. Security requests.
- T. Legal correspondence.
- U. Miscellaneous correspondence.
- V. Receipts for medical equipment/prosthesis.
- W. Accident/injury reports.
- X. Medical alert forms.
- Y. Consent forms.

Retain for three (3) years after inmate is released, then send to State Records Center to retain for eleven (11) years, then destroy. For minors, retain for three (3) years after inmate is released then send to State Records Center to retain for seventeen (17) years, then destroy.

Schedule Approved by Department,
Agency,
or Division Representative.

Date May 19, 1994

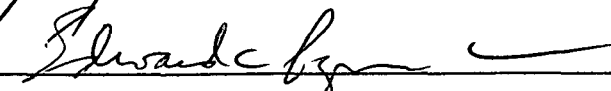
Signature 

Typed Name Paul E. Brown

Title Special Assistant to the Commissioner

Schedule Authorized by State Archivist

Date 5/31/94

Signature 

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)

Schedule No. 1614

Page 2 of 2

Agency

Division/Unit

Department of Public Safety
and Correctional Services

Division of Pretrial
Detention and Services

Item No.	Description	Retention
2.	<p><u>MISCELLANEOUS DOCUMENTATION</u></p> <p>A. Quality assurance documentation B. Infectious disease reports. C. Contractual agreements. D. Statistical reports.</p>	<p>Retain for three (3) years, then send to State Records Center for eleven (11) years, then destroy.</p>
3.	<p><u>GENERAL CORRESPONDENCE</u></p> <p>Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.</p>	<p>Screen annually and destroy that material no longer needed for current business.</p> <p>Directives, policies, and other material related to the planning and policy that illustrate the development of the agency retain permanently for eventual periodic transfer to the State Archives.</p>

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY Page _____ Of _____	
1. DEPARTMENT/AGENCY Department of Public Safety and Correctional Services		2. DIVISION Division of Pretrial Detention and Services		3. UNIT Baltimore City Detention Center	
DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORD SERIES TITLE MEDICAL AND MENTAL HEALTH AREA				5. EARLIEST YEAR / LATEST YEAR 1991 TO _____	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) Inmate Medical and Mental Health Records					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ 12 Number	
11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER 14 years 20 years (Minors) <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Medical Department Baltimore City Detention Center		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input checked="" type="checkbox"/> Yes <u>Federal Privacy & Security Act</u>		16. AUDIT REQUIREMENTS <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION Retain for 3 years after inmate is released, then send to State Records Center for 11 years, then destroy. Minors retain at State Records Center for 17 years, then destroy,			
19. NAME AND TITLE OF PREPARER Richard A. Bradley Communication/Fleet Coordinator		20. TELEPHONE NUMBER 410-637-1361		21. DATE May 9, 1994	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page _____ Of _____

DEPARTMENT/AGENCY

Department of Public Safety
and Correctional Services

2. DIVISION

Division of Pretrial
Detention and Services

3. UNIT

Baltimore City Detention
Center

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

MEDICAL AND MENTAL HEALTH AREA

5. EARLIEST YEAR / LATEST YEAR

1991 TO _____

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

MISCELLANEOUS DOCUMENTATION

- A. Quality Assurance Documentation
- B. Infectious Disease Reports
- C. Contractual Agreements
- D. Statistical Reports

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
- ☐ Legal Size ☐ Computer Tape
- ☐ Bound Book ☐ Floppy Disk
- ☐ Audio Tape ☐ Video Tape
- ☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical
- ☐ Numerical
- ☐ Chronological
- ☐ Geographical
- ☐ Other (Specify) _____

9. VOLUME

- ☒ File Drawer(s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape (s)
- ☐ Other (Specify) _____

12
Number

10. ANNUAL ACCUMULATION

- ☒ File Drawer (s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape(s)
- ☐ Other (Specify) _____

2
Number

11. FILE IS USED

- ☒ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

14 ☐ Month(s) ☒ Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Medical Department
Baltimore City Detention Center

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes ☒ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☒ Yes Federal Privacy & Security Act

16. AUDIT REQUIREMENTS

- ☐ None ☒ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes ☒ No

18. RECOMMENDED RETENTION

Retain for 3 years, then send to State Records Center for 11 years, then destroy.

NAME AND TITLE OF PREPARER

Richard A. Bradley
Communication/Fleet Coordinator

20. TELEPHONE NUMBER

410-637-1361

21. DATE

May 9, 1994

DEPARTMENT/AGENCY
Department of Public Safety
and Correctional Services

2. DIVISION
Division of Pretrial
Detention and Services

3. UNIT
Baltimore City Detention
Center

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

MEDICAL AND MENTAL HEALTH AREA

5. EARLIEST YEAR / LATEST YEAR

1991 TO _____

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

General Correspondence

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____

12

Number

10. ANNUAL ACCUMULATION

- ☒ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

2

Number

11. FILE IS USED

- ☒ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

1 ☐ Month(s) ☒ Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Medical Department
Baltimore City Detention Center

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes ☒ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☒ Yes Federal Privacy & Security
Act

16. AUDIT REQUIREMENTS

- ☐ None ☒ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes ☒ No

18. RECOMMENDED RETENTION

Screen annually and destroy that material no longer
needed for current business.

NAME AND TITLE OF PREPARER
Richard A. Bradley
Communication/Fleet Coordinator

20. TELEPHONE NUMBER

410-637-1361

21. DATE

May 9, 1994